

Personal Finance Syllabus

2015

Sandhills Public School

Instructor: Celeste Rogers

celeste.rogers@sandhillsknights.org

Personal Finance Course Requirements/Overview

Financial literacy is essential in meeting the financial challenge of the 21st Century. The competencies, which form the basis for this semester course, enable students to analyze their personal financial decisions, evaluate the costs and benefits of their decisions, recognize their rights and responsibilities as consumers, and apply the knowledge learned in school to financial situations encountered later in life.

Personal Finance Course Description

Understanding and managing personal finances are key to one's future financial success. This one-semester course is based on the National Business Education standards for Personal Finance, Nebraska's Career Education knowledge and skill statements, Nebraska Career Ready Standards, Nebraska Essential Learnings, National Standards for Economic Education and the National Standards in Personal Finance Education created by the Jumpstart Coalition® for Personal Financial Literacy.

The course presents essential knowledge and skills to make informed decisions about real world financial issues. Students will learn how choices influence occupational options and future earnings potential. Students will also learn to apply decision-making skills to evaluate career choices and set personal goals. The course content is designed to help the learner make wise spending, saving, and credit decisions and to make effective use of income to achieve personal financial success.

Personal Finance Course Objectives

At the completion of the course, the student will be able to do the following:

- Explain financial literacy and how sound financial decisions can increase a person's standard of living and wealth.
- Enhance student's financial literacy skills.
- Reinforce academic skills such as communication, mathematics, reading, research and writing.
- Develop informed money management strategies.

- Have an understanding and appreciation of ethical money management.
- Inspire student's to achieve financial well-being.

Personal Finance Content Standards (Nebraska Standards)

BE 12.1.1 Career Development: Students will understand career preparation skills required for employment, professionalism and career transitions in chosen fields. They will demonstrate competency by matching skills and aptitudes for occupations, planning career options and applying job acquisition skills.	Unit 2, Ch. 5 Unit 4, Ch. 11
BE 12.3.1 Computation: Students will understand mathematical procedures and tools to analyze and solve business problems. They will demonstrate competency by preparing a	Unit 1, Ch. 2, 3 Unit 2, Ch. 4, 5, 6 Unit 3, Ch. 7, 8 Unit 4, Ch. 11
BE 12.5.1 Economics and Personal Finance: Students will understand basic economic and financial principles in order to make wise domestic and global economic decisions related to their personal financial affairs, the successful operation of organizations and the economic activities of the country. They will demonstrate competency by applying economic and personal financial reasoning to individual, business and government practices.	Unit 1, Unit 2, Unit 3, Unit 4
BE 12.6.1 Entrepreneurship: Students will understand the importance of recognizing and acting on local, regional and global business opportunities in small business and corporate environments. They will demonstrate competency by identifying a business opportunity and researching and developing a business plan.	Unit 2, Ch. 5 Unit 4, Ch. 11
BE 12.7.1 Ethics: Students will understand the importance of business ethics at the individual, organizational, technological, professional, societal and international levels. They will demonstrate competency by identifying why ethical problems exist, examining ethical models, applying ethical reasoning and adhering to ethical use policies.	Unit 1, Ch. 1 Unit 2, Ch. 4, 6 Unit 4, Ch. 10
BE 12.9.1 Accounting: Students will understand how to manage an organization's and/or personal financial resources. They will demonstrate competency by preparing, maintaining and interpreting accounting records.	Unit 1, Ch. 2, 3 Unit 3, Ch. 8, 9 Unit 4, Ch. 11
BE 12.10.1 Business and Consumer Law: Students will understand the relationship between ethics and the law in conducting business and assuming roles as citizens, workers and consumers in a global society.	Unit 1, Ch. 1

They will demonstrate competency by describing and applying personal and business law to situations with potential local, national and international impact.	
--	--

Personal Finance Content Standards (National Standards)

Financial Responsibility and Decision Making	
Standard 1: The student will apply reliable information and systematic decision making to personal financial decisions.	
Take responsibility for personal financial decisions.	Unit 1, 2, 3, 4
Find and evaluate financial information from a variety of sources.	Unit 1, Chp. 2, 3 Unit 2, Chp. 4 Unit 3, Chp. 8
Summarize major consumer protection laws.	Unit 2, Chp 4, 6 Unit 3, Chp 7, 9
Make financial decisions by systematically considering alternatives and consequences.	Unit 1, 2, 3, 4
Develop communication strategies for discussing financial issues.	Unit 1, Chp. 1 Unit 4, Chp 10
Develop communication strategies for discussing financial issues.	Unit 1, Chp, 3 Unit 2, Chp, 4 Unit 3, Chp 9
Income and Careers	
Standard 2: The student will use a Career plan to develop personal income potential.	
Explore career options	Unit 2, Chp. 5 Unit 4, Chp. 11
Identify sources of personal income.	Unit 3, Chp. 8 Unit 4, Chp. 11
Describe factors affecting take-home pay.	Unit 3, Chp. 8 Unit 4, Chp. 11
Planning and Money Management	
Standard 3: The student will understand how to organize personal finances and use a budget to manage cash flow.	
Develop a plan for spending and saving.	Unit 1, 2, 3, 4 Budget Builder

Develop a system for keeping and using financial records.	Unit 1, Chp. 3
Describe how to use different payment methods.	Unit 1, Chp. 3 Unit 2, Chp. 4
Apply consumer skills to purchase decisions.	Unit 1, Chp. 3 Unit 2, Chp. 4, 6 Unit 3, Chp. 7, 9
Consider charitable giving.	Unit 4, Chp. 12
Develop a personal financial plan.	Unit 1, 2, 3, 4 Budget Builder
Examine the purpose and importance of a will	Unit 3, Chp. 9
Credit and Debt	
Standard 4: The student will understand how to maintain creditworthiness, borrow at favorable terms, and manage debt.	
Identify the costs and benefits of various types of credit.	Unit 1, Chp. 1 Unit 2, Chp. 4, 5, 6
Explain the purpose of a credit record and identify borrowers' credit report rights.	Unit 2, Chp. 4
Describe ways to avoid or correct debt problems.	Unit 1, Chp. 2, 3 Unit 2, Chp. 4, 5
Summarize major consumer credit laws.	Unit 2, Chp. 4
Risk Management and Insurance	
Standard 5: The student will understand how to use appropriate and cost-effective risk management strategies.	
Identify common types of risks and basic risk management methods.	Unit 3, Chp. 9
Explain the purpose and importance of property and liability insurance protection.	Unit 3, Chp. 9
Explain the purpose and importance of health, disability, and life insurance protection.	Unit 3, Chp. 8, 9
Saving and Investing	
Standard 6: The student will understand how to implement a diversified investment strategy	

that is compatible with personal goals.	
Implement a diversified investment strategy that is compatible with personal goals.	Unit 1, Chp. 2 Unit 3, Chp. 8
Discuss how saving contributes to financial well-being	Unit 1, Chp. 2 Unit 3, Chp. 8
Explain how investing builds wealth and helps meet financial goals	Unit 1, Chp. 2, 3 Unit 2, Chp. 6 Unit 3, Chp. 8
Evaluate investment alternatives.	Unit 3, Chp. 8
Describe how to buy and sell investments	Unit 3, Chp. 8
Explain how taxes affect the rate of return on investments.	Unit 1, Chp. 2 Unit 3, Chp. 8
Investigate how agencies that regulate financial markets protect investors	Unit 3, Chp. 8

Personal Finance Course Topics and Timeline:

Week 1:	Unit 1—Saving and Budgeting: Chp. 1 Intro to Personal Finance
Week 2:	Unit 1—Saving and Budgeting: Chp. 2 Saving
Week 3:	Unit 1—Saving and Budgeting: Chp. 3 Budgeting
Week 4:	Unit 1—Saving and Budgeting: Chp. 3 Budgeting
Week 5:	Unit 2—Credit and Debt: Chp. 4 Debt
Week 6:	Unit 2—Credit and Debt: Chp. 4 Debt
Week 7:	Unit 2—Credit and Debt: Chp. 5 Life After High School
Week 8:	Unit 2—Credit and Debt: Chp. 6 Consumer Awareness
Week 9:	Unit 2—Credit and Debt: Chp. 6 Consumer Awareness
Week 10:	Unit 3—Financial Planning and Insurance: Chp. 7 Bargain Shopping
Week 11:	Unit 3—Financial Planning and Insurance: Chp. 8 Investing & Retirement
Week 12:	Unit 3—Financial Planning and Insurance: Chp. 8 Investing & Retirement
Week 13:	Unit 3—Financial Planning and Insurance Chp. 9 Insurance
Week 14:	Unit 3—Financial Planning and Insurance Chp. 9 Insurance
Week 15:	Unit 4—Income, Taxes and Giving: Chp. 10 Money & Relationships
Week 16:	Unit 4—Income, Taxes and Giving: Chp. 11 Careers and Taxes
Week 17:	Unit 4—Income, Taxes and Giving: Chp. 11 Careers and Taxes
Week 18:	Unit 4—Income, Taxes and Giving: Chp. 12 Giving

Personal Finance Course Projects and Activities:

- 1 Pre Test before taking the class; Same test at completion of test
- 2 Checking Account Activity (writing checks, bank reconciliation)
- 3 Prepare A Budget
- 4. Compound Interest Project
- 5 Saving + Investing Project
- 6. Comparing Financial Institutions
- 7. Length of Debt Payoff
- 8. Buying a Car
- 9. On Your Own: Career Research, Funding College, Resuem, etc.
- 10. Identify Theft
- 11. Insurance
- 12. Tax Returns

Course Guidelines and Expectations

Textbook(s) and Resources.

- Foundations in Personal Finance, High School Edition. Ramsey Education Solutions Department, 2014. Lampo Licensing, LLC. Dave Ramsey and Company.
- Personal Financial Literacy. Pearson Education, Inc./Prentice-Hall Publishing, 2nd edition, 2014©. Jeff Madura, Mike Casey, Sherry Roberts, authors.
- Video's
- EverFi
- Banks/Guest Speakers

Required Materials

- Computer/Calculator
- Colored pen
- Pen and pencil
- Notebook paper
- Folder
- Student Workbook

Classroom Behavior/Course Expectations

- Please use your class time wisely.
- Be prepared for class (have your assignment and all required material with you)
- Treat everyone with respect

- No putdowns
- No profanity
- Please get a drink and use the restroom before you come to class, you will also be able to use the restroom the last five minutes of class if necessary
- Coming to class with an incomplete assignment because you “forgot” or “didn’t understand” is **NOT** an excuse and the assignment will be counted as late. If you need help please Call me or email me.

Academic Honesty Policy

You are expected to behave honestly in this course. This means you must complete your own work and behave honestly and ethically in all matters. The penalty for academic dishonesty the first time is a zero on the assignment. If it happens a second time, the student will meet with the Principal, parents, and teacher, and a zero will be recorded for the assignment.

Course Grading Scale

- A = 93-100
- B = 86-92
- C = 78-85
- D = 70-77
- F = Below 69

Course Assessment

- Grades based on total points.
- 10% of Grade is based on participation, attitude and behavior.
- 40% of Grade is based on Daily Work which includes: homework, quizzes, worksheets, computer assignments, projects, internet based activities, work ethic.
- 50% of Grade is based on Assessments which includes: application tests, objective tests, major projects.
- Makeup – It is the student’s responsibility to get & complete all makeup work resulting from an absence. This should be done in timely manner (appr. 2 days)
- The student’s official grade is reported in PowerSchool.
- **Examinations**
Exams will be both problem and objective. The students will respond to various situations to complete problem component. The objective component may include multiple choice, true/false, matching, short answer, or other type

knowledge questions.

➤ **Late work will be accepted BUT with the following deductions:**

20% off for one day late.

30% off for two days late.

Work that is more than two days late will be recorded as a zero.

➤ **Attendance and Punctuality**

Your course grade is also dependent upon attendance. When absent, you are still responsible for course material and assignments. There may be various reasons during the year for missing a class. If you are absent due to illness, etc., you are expected to find out what you need to make up. Students who are tardy are expected to get a pass stating the reason for being late. Three tardies will result in a detention.

Student Contract – Personal Finance

I have read and had explained in detail the guidelines and expectations set forth for Personal Finance. I understand that successful completion of this course will be based largely upon my following these guidelines and expectations. As it is my intention to successfully complete this course with a passing grade and credit granted. I agree to follow all of the guidelines given.



Student Name

Date

Grade I will work to earn in Personal Finance _____